

City of Deer Park

Questions and Answers to Request for Proposal (RFP) for FEMA Public Assistance Grant Management Services – Dated March 4, 2019

1. When does the City plan to award the contract, and when would the City like the work from the service provider to begin? A: The tentative date for award of the contract is the 4/2/19 City Council meeting. If this is not possible, the award would be planned for the following City Council meeting on 4/16/19.
2. How many people does the City have available to assist with this project? A: There would be two (2) primary contacts (Assistant City Manager and Emergency Services Director). Other relevant staff members would utilized as needed.
3. How many hours are anticipated to be needed from the contractor to supplement the hours to be provided by internal resources? A: It was anticipated that based on the contractor's expertise in these matters the contractor could provide an estimate of the hours needed.
Is there a budgeted number of hours for internal and external resources? A: No specific number.
4. What is the City's dollar budget, or range of funds available to spend on this project? A: The City will be claiming Direct Administrative Cost (DAC) under the FEMA PA grant program. As such, the contractor's fee must be reasonable.
5. Will additional points be given to contractors proposing to partner with a MBE/SBE/WBE, or is that outside the evaluation criteria? A: MBE/SBE/WBE are encouraged to submit proposals but no additional points will be given.
6. For the additional projects that are essentially complete (referred to on page 1 of the RFP) and may need services, what was the estimated total value? A: Category A total: \$185,876.37; Category B total: \$481,592.29; Category F total: \$3,376.97.
7. Have the un-obligated project worksheets been drafted by FEMA? A: Yes, all PW's have been drafted by FEMA based on information provided by the applicant.
 - a. If so, was a FEMA mitigation specialist assigned to the projects? A: Yes, the mitigation team has been involved in reviewing the proposed projects and has been extensively involved in project #4844 (Police Firearms Training Facility), as there is a mitigation component to that project.

8. Will the City be seeking an alternate or improved project? A: Yes, the city will be seeking an improved project by way of mitigation funding for project #4844 (Police Firearms Training Facility).
9. What is the current project status' in terms of damage assessment for the un-obligated projects? A: Damage assessments and site inspections have been completed and the draft PW's have been approved up to the point that the bid process may commence.
 - a. What percentage or extent were the facilities damaged? A: The earthen berms at the Police Firearms Training Facility were extensively damaged and on Project #26707 (Storm Water Outfall Pipe) the pipe separated about half way down the outfall causing erosion around the pipe. Percentages were not calculated.
 - b. If incomplete, is the City seeking engineering services to complete the damage assessment, or will the City be utilizing outside/in-house engineering services and rely on the contractor for management of the information as it relates to the grants? A: Damage assessments are complete.
10. Is there an incumbent for the service requirement? A: No, there is not an incumbent contractor managing the FEMA PA process for the applicant.
11. Is there a requirement for HUB participation and/or points awarded in the evaluation process for HUB participation? A: There is a requirement for outreach and HUB's are encouraged to submit proposals; however, there are no additional points awarded.
12. Would it be acceptable to respond to the RFP with an offer to provide services for that (Road & Bridge) program but not the entire FEMA program? A: No, responses to this RFP should be limited to proposals for actually providing the requested services.